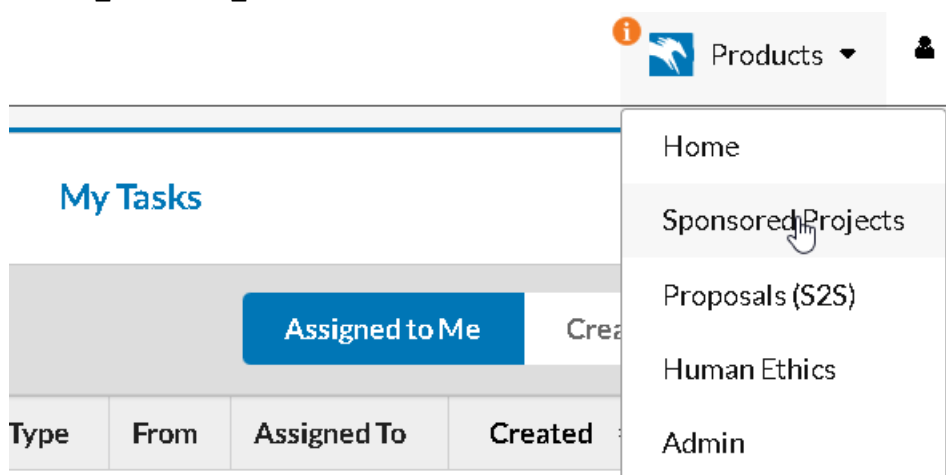


FRA Cayuse Proposal Submission

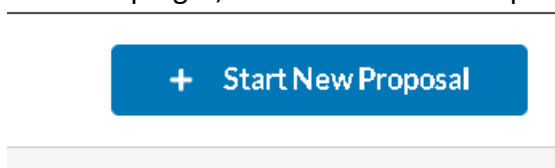
New Submission Process through Cayuse Sponsored Projects

If you have any questions, contact Michele Favoretto | favoremi@udmercy.edu

1. In your browser, go to <https://udmercy.app.cayuse.com>
 - a. Cayuse is a single sign-on system (SSO): If you are logged into your @udmercy email the system will recognize this and open the Cayuse app. No login required.
 - b. If you experience a login issue, please contact Michele Favoretto at favoremi@udmercy.edu
2. On the top right of the screen, Click >Products, and from the drop-down menu, select >Sponsored Projects
3. **Please note:**
 - a. The naming convention for your project and the attachments should all begin with **FRA-26_LastName_**
 - b.



- No Saved Tasks*
4. On the top right, select >Start New Proposal



5. From the Create New Proposal panel, select the first radio button:
"This proposal is not related to an existing proposal or award (Create New Project)"

A screenshot of the 'Create New Proposal' panel. It has a blue header with the title 'Create New Proposal' and a close button (X). Below the header, there are two radio buttons. The first radio button is selected and circled in red. The text next to it is 'This proposal is not related to any existing proposals or awards (Create New Project)'. The second radio button is unselected, and its text is 'This proposal is related to existing proposals or awards (Add Proposal to Project)'.

6. Enter the title for the funding program using the following naming convention: "FRA-26_LastName" then Click > Create New Project

Create New Proposal

☒ This proposal is not related to any existing proposals or awards (Create New Project)

Enter a title for your project:

FRA-26_LastName_FirstName

☐ This proposal is related to existing proposals or awards (Add Proposal to Project)

Cancel Create New Project

COMPLETING YOUR PROPOSAL

Proposal Form

9 Sections to complete

Number of questions in each section

All changes save automatically

Proposal Sections

Section	Questions
Getting Started	1
Key Personnel	4
General Information	7
Conflict Of Interest	2
Regulatory Compliance	6
Performance Sites	4
Intellectual Property	3
UDMPU FRA Budget & Info	5
Attachments	2

Getting Started

Welcome to the Cayuse Sponsored Projects

This will be your central portal for all of your proposal activities and documents for your submissions.

There are form sections to the left of the page. In each section are questions design to mirror those required for most proposal submission systems.

The number in the red circle indicates the number of questions in that section.

When all the questions in a section are answered there will be a green checkmark.

When all sections have a green checkmark, click the "Route for Review" button (upper left).

If you need assistance or have questions while completing the sections, please contact:

Michele Favoretto: favoremi@udmercy.edu | (313) 993-1428

Are you applying for a UDM internal funding opportunity*

☒ Yes

☐ No

Please select the internal UDM funding opportunity*

☒ UDMPU Faculty Research Awards

Answer the required questions.

My Tasks

ROUTING YOUR PROPOSAL FOR REVIEW

The screenshot displays the FRA 2026 proposal submission interface. At the top, there are two main sections: 'My Actions' and 'Proposal Summary'. In the 'My Actions' section, there are two buttons: 'Complete Review' (greyed out) and 'Route for Review' (blue). A red callout box points to the 'Route for Review' button with the text: 'Click "Route for Review". Your submission will be date and time stamped'. Below this, another red callout box points to the 'Route for Review' button with the text: 'When all questions have been answered (all green checkmarks)'. The 'Proposal Summary' section shows 'PI: Michele Fa...' and 'Admin Unit: Electrical E...'. Below these sections is a table with columns: 'Proposal Sections', 'Access', 'Tasks', and 'Notes'. The 'Proposal Sections' table has a blue header and a yellow body. It lists various sections with green checkmarks in the 'Access' column. The 'Attachments' section shows a list of attachments, including 'FRA proposal supp 24_LastName_docu...' and 'FRA Narrative & Budget'.

Proposal Sections	Access	Tasks	Notes
Getting Started	✓		
Key Personnel	✓		
General Information	✓		
Conflict Of Interest	✓		
Regulatory Compliance	✓		
Performance Sites	✓		
Intellectual Property	✓		
UDMPU FRA Budget & Info	✓		
Attachments	✓		

How will I know if my proposal has been submitted?

After “Route for Review” is clicked, another blue button will appear for the PI to certify the submission. After certifying the submission, the proposal will be routed to the FRA Committee for review.